RCT 1088

ICO.

EXPENSES CLAIM

Claim Number
98799

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
GRAHAM SMITH	H		EXE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£ p	
22/03/15	17:00	20:42	Train Alnmouth to London Kings X	Train				Pre-pd
			Kings X to Strand Palace Hotel	Tube				Oyster
23/03/15			Strand Palace Hotel to Cabinet Office & return	Bus				Oyster
			Lunch M&S				4.00	Y
			Dinner				17.50	Y
24/03/15	9:45	10:00	Strand Palace Hotel to Courts of Justice	Walk				
	16:35	16:50	Return to Hotel	Walk				
			Dinner (NB £15 voucher to spend at Hotel restaurant for booking on-line)				12.45	Y
25/03/15	9:50	10:20	Strand Palace Hotel to Kings X	Bus				Oyster
	10:50	13:40	Kings X to Halifax	Train				GPC
			NB Strand Palace Hotel Reservation 22-25 March paid on GPC					GPC
				sub-total	0	0	33.95	

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	33.95
less cash advances received	
amount claimed for payment	33.95

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

RCT 1087

ico.

EXPENSES CLAIM

Claim Number
16266

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
GRAHAM SMITH	H		EXE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£ p	
27/03/15	06:17	09:59	Halifax to London Kings X	Train				Pre-pd
27/03/15	13:35	16:38	London Kings X to Halifax	Train				Pre-Pd
27/03/15	10:05	10:20	Kings X to Chancery Lane	Bus				Oyster
27/03/15	12:50	13:05	Chancery Lane to Kings X	Bus				Oyster
27/03/15			Subsistence - Lunch				4.57	✓
				sub-total	0	0	4.57	

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed Date

RECEIVED
31 MAR 2015

total amount claimed	4.57
less cash advances received	
amount claimed for payment	4.57

[redacted]

If no break down is provided please add a brief description of the items consumed. Thank you.

Rcт 1269

ico. RECEIVED - 8 APR 2015

EXPENSES CLAIM

Claim Number
2566

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
GRAHAM SMITH	H		EXE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
31/3/15	08:04	11:13	Halifax - London Kings X	Train				Pre-Pd
	16:03	18:40	London Kings X - Halifax	Train				Pre-Pd
			London Kings X - Victoria (NoJ)	Tube				Oyster
			Victoria - London Kings X	Tube				Oyster
			Subsistence - Lunch				3.88	Y
				sub-total	0	0	3.88	

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	3.88
less cash advances received	
amount claimed for payment	3.88

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

RCT 1151

Claim Number 22134

ICO. EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
AILSA BEATON	NED		

Usual mileage to work	Not applicable

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
20-10-14	09:00	15:00	Board meeting - travel Raheny Bridge to Dillinstown & back	bus, bike & train	-	✓	80	70	✓ 14 15
19-11-14	13:30	16:30	Meeting Se Murdo Mc Rory Bridge to St James's Park & back	bike	-	✓	4	40	✓ 1
26-11-14	19:00	21:30	Fort Event Attendance to Commencement & return	bike & train	-	✓	29	60	✓ 21
8-12-14	08:15	17:30	Audit Committee - travel Raheny Bridge to Dillinstown & back	bus, bike & train	-	✓	165	95	✓ 4 5 6
16-1-15	11:30	17:45	Meeting Scott Matheson MOT Raheny Bridge to St James's Park & back	bus & bike	-	✓	4	90	✓ 7
26-1-15	09:00	20:00	Board meeting - travel Raheny Bridge to Dillinstown & return	bus, bike & train	-	✓	119	80	✓ 8 9 10
25-2-15	8:00	22:00	ICO Board Dinner - travel Cullen to TCR	bus	-	✓	3	00	✓ 11
9-3-15	09:15	19:00	Board meeting - travel Raheny Bridge to Dillinstown & return	bus, bike & train	-	✓	55	50	✓ 12 13
				sub-total			493	85	

Other incidental expenses (e.g. telephone, postage)

26-3-15			Postage		73

total amount claimed	494	58
less cash advances received		
amount claimed for payment	494	58

RECEIVED 26 MAR 2015

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

RCT 1261

ico.

EXPENSES CLAIM

Claim Number
57788

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
26/03/2015	0630	1800	Coffee on train on the way to London				3	30 1
31/03/2015	0730	-	Coffee on train on the way to London				1	95 2
	-	-	Early lunch to fit in with meetings				4	55 3
	-	1830	Food on train on the return home				3	50 4
08/04/2015	0630	-	Coffee on train on the way to London				1	95 5
	-	-	Lunch				7	50 6
	-	1830	Food on train on the return home				5	40 7
				sub-total	0	0	28	15

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed		Date	

RECEIVED
13 APR 2015

total amount claimed	28.15
less cash advances received	
amount claimed for payment	28.15

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

RLT1657

ico.

EXPENSES CLAIM

Claim Number
68391

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
13/04/2015	1050	-	Left the office					
	-	-	Coffee at St Pancras awaiting Eurostar				4.15	✓1
	-	-	Food on Eurostar				6.60	✓2
15/04/2015	-	1900	Returned home					
	-							
				sub-total	0	0	10.75	

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed		Date	

RECEIVED
11 MAY 2015

total amount claimed	10.75
less cash advances received	
amount claimed for payment	10.75

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

RCT1562

ICO. EXPENSES CLAIM

Claim Number
85977

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
			CHILEAN PESOS EXPENSES					
16/04/2015	0945	-	Left home					
21/04/2015	-	-	Supper (subsistence allowance, no				23186.00	1
			actual receipt)					
22/04/2015	-	-	Lunch (no itemised receipt)				16000.00	✓ 2
	-	-	Supper (half of amount on receipt, no				23900.00	✓ 3
			itemised bill)					
23/04/2015	-	-	Supper (subsistence allowance, no				23186.00	(see 1)
			actual receipt)					
25/04/2015	-	-	Water at Santiago airport				1250.00	✓ 4
	-	-	Cash tip for taxi to airport (no receipt)				5000.00	
26/04/2015	-	2330	Returned home					
				sub-total	0	0	92522.00	CHILEAN PESOS

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed [redacted] Date 30/4/15

total amount claimed	92522.00	CHILEAN PESOS
less cash advances received		
amount claimed for payment	92522.00	

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

92522 ÷ 946.220 = £97.78

RCT1561

EXPENSES CLAIM

Claim Number
80613

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
			US DOLLAR EXPENSES					
16/04/2015	0945	-	Left home					
20/04/2015	-	-	Supper in hotel (half of amount on				47.50	/ 1
			hotel bill - no separate receipt)					
23/04/2015	-	-	Accomodation for three nights at US$				420.00	/2
			140 per night (single room rate)					
26/04/2015	-	2330	Returned home					
				sub-total	0	0	467.50	US DOLLAR

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed [redacted] Date 30/4/15

total amount claimed	467.50	US DOLLAR
less cash advances received		
amount claimed for payment	467.50	

DECLARATION [redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

467.50 ÷ 1.56579 = £298.57.

RCT1563

ico.

EXPENSES CLAIM

Claim Number
54719

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive
Usual mileage to work			

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
			EURO EXPENSES					
16/04/2015	0945	-	Left home					
	-	-	Water at Frankfurt airport				3.25	/1
			Supper at Madrid airport				26.84	/2
26/04/2015	-	2330	Returned home					
				sub-total	0	0	**30.09**	EUROS

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

Signed		Date	

total amount claimed	**30.09** EUROS
less cash advances received	
amount claimed for payment	**30.09**

[redacted]

If no break down is provided please add a brief description of the items consumed. Thank you.

RCT1564

ico.

EXPENSES CLAIM

Claim Number
40899

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
16/04/2015	0945	-	Taxi from home to airport	Taxi			15.00	✓1
16/04/2014	-	-	Coffee at airport awaiting flight				3.20	✓2
26/04/2015	-	2330	Taxi from airport to home	Taxi			17.00	✓3
				sub-total	0	0	35.20	

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	35.20
less cash advances received	
amount claimed for payment	35.20

[redacted]

If no break down is provided please add a brief description of the items consumed. Thank you.

RCT 1280

ico.

EXPENSES CLAIM

Claim Number 84392

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	H		DP EXECUTIVE

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
26/03/15	13:30		Home to Stockport railway station	Taxi			6.50	YES
			Stockport to Cambridge	Train				
			Cambridge to Selwyn College	Taxi			7.50	YES
26 & 27/03/15			(EU Internet Regulation After Google Spain)					
28/03/15			Selwyn College to Cambridge	Taxi			7.50	YES
			Cambridge to Stockport railway station	Train				
		13:45	Stockport to home	Taxi			8.00	YES
			Subsistence				5.00	YES
							2.30	YES
				sub-total	0	0	36.80	

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- 2 APR 2015

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	36.80
less cash advances received	
amount claimed for payment	36.80

DECLARATION

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

RCT 1279

EXPENSES CLAIM

Claim Number
7178

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
David Smith	H		DP Executive

Usual mileage to work	

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
31/03/15	07:45		Home to Stockport railway station	Car				
			Stockport to London	Train				
			(Meeting with Professor [redacted] Westminster University)					
			Baker Street to St James Park	Tube			2.30	NO
			(Meeting at Ministry of Justice)					
			St James Park to London Euston	Tube			2.30	NO
			Euston to Stockport	Train				
		18:05	Stockport to home	Car				
			Stockport railway station car park				14.00	YES
			Subsistence:				5.45	YES
							1.95	YES
				sub-total	0	0	26.00	

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- 2 APR 2015

WILMSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount	
		0.00	

**Signed		Date	

total amount claimed	26.00
less cash advances received	
amount claimed for payment	26.00

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

RCT1498

Claim Number: 1498

ICO. EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Nicola Wood	NEO		

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
20-4-15	10.00		Home → Cambridge (Hilton)	car	5		2	25	
			Cambridge → Stockport	train			101	60	✓
			station						
		3.00	Stockport → SK2 1QS	car		6	1	50	
21-4-15	11.30	20.00	SK2 1QS → Water Lane	car		8	2	00	
			For Management Board						
			Cambridge → Home		5		2	25	
				sub-total	10	14	109	60	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	109	60
less cash advances received		
amount claimed for payment		

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

101.60
4.50
3.50
109.60

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

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- 2 JUN 2015

ICT1874

Claim Number

19915

ICO. EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon Entwisle	H		EXE

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
14.05.15	8.30	18.30	Travel to Ombudsman Association Biennial Conference, Loughborough	Car				
			79 miles - 20 miles (home to work) = 59 x return journey = 118		118		53.10	N
15.05.15	5.30	16.00	Travel to Ombudsman Association Biennial Conference, Loughborough	Car				
			79 miles - 20 miles (home to work) = 59 x return journey = 118		118		53.10	N
19.05.15	7.30	0.75	Attending European Spring Conference in Manchester	Rail			7.80	Y
21.05.15	6.30	16.50	Attending meeting at MOJ in London	Rail				
			Car parking				24.50	Y
			Refreshments				4.55	Y
				sub-total	236	0	143.05	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	143.05
less cash advances received	
amount claimed for payment	143.05

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

[redacted]

* If no break down is provided please add a brief description of the items consumed. Thank you.

RFI1477

Claim Number 61515

ico. EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon Entwisle	H		EXE

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
31.03.15	07:00	19:10	Attending TREV meeting with MOJ, London	Rail					
			Car parking				6.00		Y
			Refreshments				3.70		Y
				sub-total	0	0	9.70		

Other incidental expenses (e.g. telephone, postage)					

total amount claimed	9.70
less cash advances received	
amount claimed for payment	9.70

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

* If no break down is provided please add a brief description of the items consumed. Thank you.